

**JOB DESCRIPTION & PERSON SPECIFICATION**

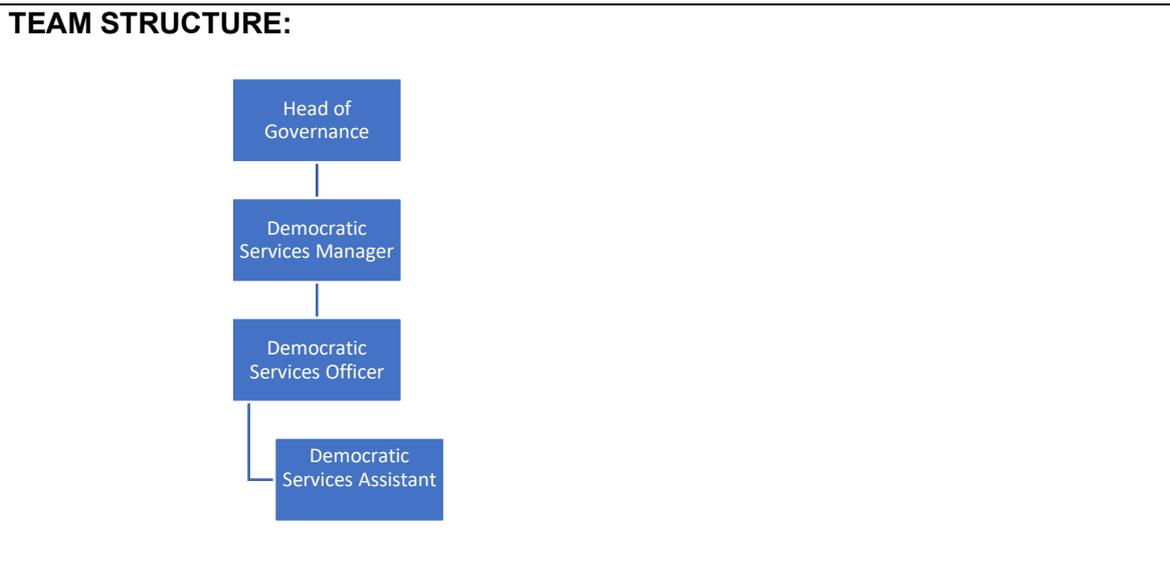
<b>Director Area: GL CCA</b>	<b>Job Ref Number:</b>
<b>Service Area: Resources</b>	Grade: G11

**Job Title:**  
 Democratic Services Manager

**PURPOSE OF JOB:**  
 This is a critical role within the Greater Lincolnshire Combined County Authority (GLCCA). You'll be leading a team that is crucial in ensuring smooth governance, providing strong, assured leadership and clear management of the democratic services function to support effective strategic development and high-quality operational delivery, in accordance with the GLCCA's statutory and constitutional duties.

**The role will be required to:**

- Provide high quality and effective management of the democratic services team.
- Lead the strategic development and oversee the effective operational delivery of the democratic services function, ensuring full compliance with GLCCA statutory requirements and constitutional obligations.
- Ensure the service enables all relevant parties to fulfil their democratic duties and responsibilities; this includes ensuring decision making processes are well-managed and transparent.



**MAIN DUTIES:**

1	Provide strong leadership that motivates, develops and supports staff within the Democratic Services Team, ensuring the consistent and effective delivery of high-quality services to Counsellors, the wider organisation and the public.
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2	Ensure decision making processes are lawful, transparent, timely and compliant with statutory requirements, the GLCCA's constitution and recognised best practice.
3	To drive continuous improvement within the Democratic Services Team, identifying opportunities for efficiency and value for money.
4	Proactively support the Chief Executive, senior managers and all members of the GLCCA in building and maintaining strong, effective relationships that enable confident community, political and managerial leadership. This includes overseeing forward planning, information management, and related processes to promote and sustain a robust culture.
5	To support and work closely with the Council's Monitoring Officer and work with others to ensure good governance in the Council.
6	Provide high-quality, professional advice and support to The Mayor and Elected Members on governance, procedures and constitutional matters.
7	To collaborate with key Local Authority partners across Greater Lincolnshire to ensure the smooth operation of Democratic Services.
8	To manage the GLCCA forward plan, working closely with senior management and unitary authorities.
<p><b><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></b></p> <p><i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

## Person Specification

Requirements	Where identified*	Essential	Desirable
1. Substantial experience of working with councillors and the democratic decision-making environment.	A / I	E	
2. Experience working with a Combined Authority.			D
3. Technical expert on Member Support and Constitutional matters including Member Code of Conduct.	A / I	E	

Requirements	Where identified*	Essential	Desirable
4. In depth working knowledge and understanding of Local Government Law and administration in relation to the roles of councillors and the Conduct of Meetings.	A / I	E	
5. Knowledge and understanding of the political nature of Local Government and the need for confidentiality and sensitivity.	A / I	E	
6. Significant experience of staff management including the ability to motivate and lead teams	A / I	E	
7. Qualified to degree level or equivalent.	A		D
8. Effective interpersonal, communication and presentational skills.	A / I	E	
9. Ability to communicate in a variety of styles depending on audience.	A / I		D
10. Deep political awareness and judgment. Tact and diplomacy in handling contentious issues	A / I	E	
11. Effective time management and an ability to prioritise work loads	A / I	E	
12. Significant experience of writing reports and presentations.	A / I	E	
13. High attention to detail	A / I	E	
14. Good IT skills and knowledge with the ability to maximize the use of IT to the benefit of the service and councillors.	A / I	E	
The specific knowledge, skills and abilities required with vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.			